

# **Safety Issues Discussed With Administrative Staff Members**

## **Office Ergonomics**

- 1) [literature available](#); 2) [literature available](#)
- contact Nick Gmür (x2490) for preliminary discussions
- contact Nicole Bernholz (x2027) for evaluation
- visit Ergonomics Display Room with Nicole

## **Office Heaters**

- [literature available](#)
- contact Gerry Van Derlaske (3476)
- a work order to Plant Engineering for the installation

## **Water Coolers**

- [literature available](#)
- periodically clean water dispenser

## **Paper Shredders**

- see attached sign
- secure loose clothing or jewelry, neckties, long hair, lanyards

## **Power Strips (relocatable power taps)**

- located off the floor and attached with vendor's hardware
- "daisy-chains" not allowed
- eliminate trip hazards
- contact Al Boerner (x5990) if you need more outlets or to reposition power in your room

## **Other Issues? Such as...**

- access/egress, stairs, lighting
- traffic safety/parking lots/cross-walks
- winter
- special process spares area, library, stock room
- more?